ELEMENTS OF THE INTELLIGENCE SECTION 7794

The Intelligence Section (Intel) may be established at each Region Operations Coordination Center and at the Sacramento Command Center when incident activity dictates. The intent of the Intel section is to gather, evaluate, and disseminate validated emerging data provided by the Units regarding incident activity. It is understood that Intel data may differ from approved incident Information. If no Intel Section is established, generation of Intel products will be the responsibility of the respective Duty Chief.

Generation of Intel products shall not take priority over direct incident support.

REPORT ON CONDITIONS (ROC) – INTEL EMAIL 7794.1

(See Exhibit – ROC Guide Card)

The Report on Conditions (ROC) is an **internal** department intelligence document. For this policy section internal is defined as CAL FIRE, and any local government which CAL FIRE has a cooperative agreement. The purpose of the ROC is to provide timely notification to Executive Staff that there is an incident of concern. This intelligence is used by Executive Staff in a number of forums. It is imperative that the intelligence stated is **concise**, timely and as accurate as possible considering the circumstances of the emergency.

The ROC is not, however, a substitute for validated information provided by any Incident which has been fully approved by the Incident Commander for widespread release and the ROC does not constitute an official record of facts.

The ROC initiation criteria and ROC report components listed below are the basic elements that should be considered and implemented. The type of incident will dictate the appropriateness of the information required. Distribution of the ROC to outside agencies, individuals or organizations shall only occur at the **Director level**. Unit Chiefs are responsible to assure that any intelligence forwarded to their cooperative contract partners is consistent with what is being forwarded through the CAL FIRE chain of command for release by the Director.

The ROC should be used during the initial stages of an escalating incident and continued up to containment of that incident or until mitigations render the incident insignificant. The ROC is not intended to be used for routine day to day incidents but is reserved for only those meeting the criteria listed below. The processing of the ROC follows the Duty Chief Chain of Command.

The ROC is not an official reporting program and any data distributed via the ROC should always be considered preliminary and subject to change.

CRITERIA TO INITIATE A ROC   7794.2
(No.62 July 2015)

The criteria to initiate a ROC are objective but the significant elements to those criteria may be subjective. The decision to initiate a ROC shall be the responsibility of the Unit or Region Duty Chief.

Vegetation Fires:

- When an Initial Attack (IA) Fire significantly augments resources.

- When it is obvious the IA is developing into an Extended Attack or Major Fire situation.

- When incident receives (or has a high probability of receiving) significant Media attention..

- When significant events occur during the incident (e.g. structures burning, burn-overs, serious injuries).

- CAL FIRE air or ground resources assigned to a significant Local Responsibility Area (LRA) , Federal Responsibility Area (FRA), or out of state incidents.

- Significant State Responsibility Area (SRA) acreage that has burned within Federal or Local DPA (including Contract Counties) regardless of CAL FIRE resource commitment. The decision to terminate or continue the ROC shall be the responsibility of the Region Duty Chief if additional threat to SRA is mitigated.

- Under the direction of the Region Duty Chief

Incidents that are 100 percent contained, where incident hazards are mitigated, or where all resources are released, shall not be reported in a New ROC. The terminology "New/Final" ROCs shall not be used, nor shall these incidents generate a ROC.

Non-vegetation Fire Incidents:

- When the incident is receiving (or has a high probability of receiving) significant media attention which could have political overtones and CAL FIRE air or ground resources are assigned.

- Significant events during an incident where CAL FIRE air or ground resources are assigned. Examples may include: threat of injury or death to multiple civilians, multiple civilian or firefighter injuries or fatalities, significant property loss or damage, significant infrastructure impact (major highway closures, power infrastructure shutdowns, public evacuations, etc.).

- Under the direction of the Region Duty Chief

FORMAT AND COMPONENTS OF A ROC   7794.3

[(See Exhibit – ROC Guide Card)](#)

When an incident meets the criteria for a ROC to be initiated, the ROC email shall be formatted and include specific components. The ROC shall be formatted in order, as listed. Arial 12pt shall be the font.

Subject Line

The email subject line shall include the following elements; *Incident Name* (do not include type in the name; e.g. Bear not Bear Fire), *Incident Type*, (e.g. Vegetation Fire - do not use Wildland Fire, Brush Fire, etc.), *County(ies) of Origin*, (include the word County - e.g. Riverside County), *Incident Report Status* (New, Update, or Final)

- e.g. Bear, Vegetation Fire, Riverside County, New
- e.g. Canyon, Hazardous Materials, Placer and Yuba Counties, Update

Disclaimer Line

All ROCs shall include the following disclaimer as the first line in the body of the ROC

- "Intel – for internal use only. Numbers subject to change."

Location Line

The location line shall include a specific and general location of the incident (known point of reference). Do not use Legal Location or GPS coordinates. The CAL FIRE Unit shall not be included. The word "Location" shall not be included in this line

- e.g. Millville Plains Rd, Millville, 11 miles southeast of Redding
- e.g. Hwy 4, Big Meadow, 16 miles northeast of Arnold, Stanislaus National Forest
- e.g. 3rd Street, City of Napa

Jurisdiction Line

The jurisdiction of the incident shall be identified on this line. If multiple DPA's or Responsibility Areas exist, all shall be identified. The word "Jurisdiction" shall not be included in this line.

- e.g. State DPA, SRA
- e.g. Federal DPA, SRA/FRA
- e.g. LRA, San Diego City

Start Time Line (for New ROCs only)

The start time of the incident shall be entered on this line. The date shall be included only if start time is prior to the date of the New ROC being initiated. The words "Start Time" followed by a colon shall be included on this line.

- e.g. Start Time: 1346
- e.g. Start Time: 09/10/2014 1346 (only if date is prior to date of New ROC Initiation)

Bullet Points

The bullet points shall include brief intelligence that is significant to the incident. The format for Vegetation fires shall be adhered to. Other incident types may have more flexibility due to the varying nature of incident types. Other incident types should closely follow the ROC format used for Vegetation Fires. The bullet points shall be solid black symbol font 12pt and not indented.

Bullet 1: Shall depict the size or scope of incident (include fuel type and percent containment if applicable).

- e.g. 350 acres brush, 10% contained
- e.g. Commercial Complex, 3 structures involved

Bullet 2: (New ROCs for Vegetation Fires only) shall depict the Rate of Spread of the fire (See HB 4320.6)

- e.g. Low rate of spread
- e.g. Moderate rate of spread
- e.g. Dangerous rate of spread
- e.g. Critical rate of spread
- e.g. Forward spread has been stopped

Bullet 3: (New ROCs only) Current weather data (Temperature, Relative Humidity, Wind Direction, Sustained Wind Speed, and Wind Gust Speed)

- e.g. 99 degrees, 9% RH, wind NE @ 15, increase with gusts to 30

Bullet 4: Threats to structures, communities, power lines, infrastructure, or other significant valued resources.

- e.g. Structures threatened
- e.g. 230 Kv power lines threatened
- e.g. Immediate threat to the community of Brookdale

Bullet 5: Other significant information such as evacuations, road closures, significant augmentation of resources requested, team order, etc.

- e.g. Mandatory evacuation orders for the community of Brookdale
- e.g. Hwy 20 is closed from Hwy 53 to I-5
- e.g. Evacuation advisory for the community of Jamesburg has been lifted

- e.g. Unified Command CAL FIRE and USFS
- e.g. Forward spread has been stopped

Bullet 6: (If applicable) Identifying that CAL FIRE resources assigned to non-CAL FIRE jurisdiction incidents only.

- e.g. Commitment of CAL FIRE air and ground resources
- e.g. Continued commitment of CAL FIRE ground resources
- e.g. All CAL FIRE air and ground resources released
- e.g. No CAL FIRE resources assigned

Expanded Reporting: When special circumstances exist in Preparedness Level 4 or 5, reporting on incidents where no CAL FIRE resources are assigned may be required by Executive management. The bullet below shall be added.

- No CAL FIRE resources assigned

ROC PROCESSING   7794.4
(No.62 July 2015)

All ROCs
Each ROC shall be a new email that does not include any previous email strings. The above ROC components should be developed in a simple bullet format that is easy to read on a mobile device. Signature blocks shall not be included.

New ROCs

New ROCs shall be initiated at the Unit Duty Chief Level from incident information received from the Incident Commander (IC). The Unit Duty Chief may delegate the development of the ROC to Unit personnel or to the Region Intel Office, if staffed, via email or telephone. Prior to the Region Intel Office developing a ROC, consultation shall occur between the Unit Duty Chief and Region Duty Chief. All ROCs developed at the Unit level shall be emailed to the appropriate Region Duty Chief distribution list (CALFIRE Northern Region Duty Chief Notification List or CALFIRE Southern Region Duty Chief Notification List) and the appropriate Region Intel mailing list.

Units shall **not** forward the ROC email to the Report on Conditions distribution List.

If a ROC is developed by another fire agency (Federal or Local) that has CAL FIRE resources assigned, either the Unit Duty Chief or the Region Duty Chief shall determine the appropriateness of generating a New CAL FIRE ROC.

The Region Duty Chief is responsible for determining that the ROC criteria have been met. If it is determined that the ROC information should not move forward, the Region Duty Chief should contact the sending Unit to advise. If it is determined that the ROC information should move forward, the Region Duty Chief (or Region Intel Office) shall ensure that the ROC is formatted appropriately and contains the correct components; the ROC shall be emailed to the "CAL FIRE Report on Conditions" distribution list

Updated ROCs

The ROC shall be updated as significant events or changes occur during an incident. Incidents that have met ICS-209 criteria shall be updated a least twice daily based upon information obtained from the 0600 hour and 1800 hour ICS-209 or provided by the Incident Commander. If the Region Intel Office is operational, the updating of large fires (those incidents that have met ICS-209 criteria) shall be the responsibility of Region Intel.

Final ROCs

A final ROC is required for any ROC that has been initiated. A Final ROC may be generated for incidents that are less than 100 percent contained if the incident is determined to be no longer of significance as determined by the Region Duty Chief. Once an incident has reached 100 percent containment a Final ROC shall be generated. For non-CAL FIRE incidents, once all CAL FIRE air or ground (excluding overhead) resources are released a Final ROC shall be generated.

CONSOLIDATED REPORT ON CONDITIONS (ROC)   7794.5
(No.62 July 2015)

[(See Exhibit – ROC Guide Card)](#)

There are two types of Consolidated ROCs, the "**Region Consolidated Intel Update**" and the "**Region Incident Summary**". The Region Consolidated Intel Update is produced as needed, the Region Incident Summary is produced twice daily when criteria is met. New ROCs shall not be included in either Consolidated ROC; New ROCs shall be an independent email. Only the Region will initiate Consolidated ROCs.

<u>Region Consolidated Intel Update</u>   7794.5.1

If the Region is forwarding more than one updated ROC at the same time, a single Region Consolidated Intel Update email shall be generated. Final ROCs shall not be included in the Region Consolidated Intel Update.

Subject Line

The subject line for Consolidated ROCs shall state "Northern Region Consolidated Intel Update" or "Southern Region Consolidated Intel Update".

Disclaimer

Insert "Intel – for internal use only. Numbers subject to change."

Category Headers

The category headers shall be labeled in the following order; State Incidents, Federal Incidents, and Local Incidents. The categories headings shall be in Bold Font and underlined. Unified command incidents shall be categorized by the three letter designator found in the incident number.

Updated Incidents

Incidents shall be listed under the categories from most recent incident to the oldest incident for each category. Each incident in the Region Consolidated Intel Update will have the single ROC format with the exception of the heading. The heading of each incident shall be the same as the Subject Line in a single ROC in bold font followed by the incident location, jurisdiction, and bullet points in regular font. There shall be no spaces between lines within the ROC and a single space between incidents.

Region Incident Summary   7794.5.2

A "CAL FIRE Northern Region Incident Summary" and a "CAL FIRE Southern Region Incident Summary" shall be generated based on 0600 and 1800 hour updates. This Summary shall be emailed to the CAL FIRE Communications Office at CALFIRE.DutyPio@fire.ca.gov. Communications personnel shall review and update the information contained as needed and generate a "Statewide Incident Summary". The Statewide Incident Summary shall be sent to the "CALFIRE Report on Conditions" mailing list by the CAL FIRE Communications Office.

Subject Line

The subject line for the Region Incident Summary shall state "CAL FIRE Northern Region Incident Summary" or "CAL FIRE Southern Region Incident Summary".

Disclaimer

Insert "Intel – for internal use only. Numbers subject to change."

Category Headers

The category headers shall be labeled in the following order; State Incidents, Federal Incidents, and Local Incidents. The categories headings shall be in Bold Font and underlined. Unified command incidents shall be categorized by the three letter designator found in the incident number.

Updated Incidents

Incidents shall be listed under the categories from most recent incident to the oldest incident for each category. Each incident in the Region Incident Summary will have the single ROC format with the exception of the heading. The heading of each incident shall be the same as the Subject Line in a single ROC in bold font followed by the incident location, jurisdiction, and bullet points in regular font. There shall be no spaces between lines within the ROC and a single space between incidents.

REPORTING DURING ELEVATED PREPAREDNESS LEVELS   7794.6
(No.62 July 2015)

When either the Northern California or Southern California Geographical Area Coordination Center (GACC) elevates their Preparedness Level to 4 or 5, Executive Staff may require the reporting of all fires meeting ROC criteria regardless of CAL FIRE resource commitment. Major Federal and Local fires that are reported in the Incident Status Summary (ICS-209) at the time of the elevated PL shall be reported as a Region Incident Summary and continued until a Final ROC or until the PL level drops below PL 4. Once the PL 3 or lower is reached normal ROC reporting criteria shall resume for all incidents.

LIGHTNING INCIDENT SUMMARY   7794.7
(No.62 July 2015)

(See Exhibit – ROC Guide Card)

When a Unit receives lightning that ignites numerous fires requiring the commitment of a significant amount of resources a Lightning Incident Summary shall be considered. Unlike criteria established for a regular ROC, a Lightning Incident Summary is more subjective and does not require follow up (Updates or Finals). Lightning Incident Summaries are a quick snapshot of the current conditions from lightning events. Lightning Incident Summaries are normally developed in the morning to describe the effect of the lightning event over the previous 24 hours. The development of a Lightning Incident Summary at the Unit level should be considered when the number of fires exceed the Unit's ability to staff the fires, when initial attack success is diminished due to lack of resources, or when there is a high probability that fires will go beyond initial attack due to the commitment of Unit's resources on new lightning fires. Individual lightning fires that meet the criteria of a ROC shall be reported separately from the Lightning Incident Summary.

Components of a Lightning Incident Summary shall include the approximate number of lightning strikes, the total number of confirmed fires the Unit's Emergency Command Center (ECC) is working with, including the interagency partner's total lightning fires, and shall be separated by Responsibility Area (e.g. SRA – 12 new fires, FRA – 8 new fires). The Lightning Incident Summary should include size of the larger fires, percent containment, number of staffed and unstaffed fires, precipitation, and any other pertinent information describing the situation. The format of a Lightning Incident Summary shall follow Exhibit - Lightning Summary.

When multiple Units receive a significant amount of lightning and associated fires, the Region Intel Office shall generate a single Lightning Incident Summary that will include a brief description for each affected Unit. Units shall be prepared to provide the Region Intel Office with pertinent information regarding the confirmed lightning fires by 0800. The pertinent information required may be transmitted through an informal phone call or in certain circumstances a more formalized worksheet pending the extent of the lightning event as directed by the Region Intel Office. The format of a Lightning Incident Summary shall follow Exhibit - Multiple Unit Lightning Incident Summary.

ADDITIONAL INTEL PRODUCTS   7794.8

Intel Maps

At times, map products may be requested of the Intel function. Maps are primarily used as Incident operational tools. Incident maps reproduced and disseminated by the Intel function for decision support purposes shall be derived from Incident approved maps e.g. maps posted on an approved distribution site (example: FTP site).

When incident activity dictates, a GIS Specialist (GISS) may be assigned to the Intel function to facilitate these requests.

Other map requests that are not used for decision support should be considered a Public Information function.

Intel Weather Briefing

Weather Intel is obtained from the Predictive Services Offices in the Regions.

Intel Incident Briefing

The Intel function may be required to provide a briefing for various conference calls or meetings based on incident activity. Some of these include MACS activations, IMT activations, CWCG conference calls, Executive briefings, IC conference calls, Region and Sacramento Duty Chief conference calls, and SART activations.

Items included in these calls vary, but may include; IA activity, large fire updates, etc.

SACRAMENTO INTELLIGENCE FUNCTION   7794.9

The CAL FIRE Sacramento Intelligence Function (Sac Intel) will be activated at the Cal-OES State Operations Center (SOC) in Mather, as needed, based on emergency incident activity. Organizationally, Sac Intel is a component of CAL FIRE Sacramento Command and Control. Functionally, Sac Intel works with the Sacramento Command Center (Sac CC), Northern Region Operations Coordination Center (NOPS), Southern Region Operations Coordination Center (SOPS) and other agencies to develop statewide intelligence products. Sac Intel may be activated at any time, for example when statewide incident activity levels dictate that it become necessary to merge either, or both, NOPS and SOPS intelligence products into one statewide product serving the intelligence needs of various organizations and agencies. Products may include:

Joint Incident Briefing Report

(See Handbook 8173 – Joint Incident Briefing Report)
(See Handbook 8100 Procedure 702 – Joint Incident Briefing Report)

Includes data provided by the Region Intel Functions, ICS 209s, Predictive Services weather pages, and Cal-OES. The Joint Incident Briefing is a tool used by mostly non-fire personnel and is designed for a non-fire audience.

209 Summary Report

The 209 Summary Report is a tool used by Executive Staff in order to get a concise overview of statewide incident activity and resource status. The report is generated utilizing the same database as the Joint Incident Briefing Report. Distribution timelines are dependent on incident activity. Only incidents with CAL FIRE air or ground resource commitment are reported unless directed otherwise by Executive Management.

CAL FIRE Resource Drawdown Summary

The CAL FIRE Resource Drawdown Summary is a tool used by Executive Staff in order to get an overview of CAL FIRE statewide resource availability. The report is generated utilizing information derived from the Resource Ordering and Status System (ROSS) program. This summary is typically used in support of California Wildfire Coordinating Group (CWCG) conference calls and/or briefings. It may also be used as a decision support tool by the California Multi-Agency Coordinating Group (CAL-MAC), if activated.